



Oriental Education Society's

ORIENTAL COLLEGE OF EDUCATION

(Affiliated to University of Mumbai and NCTEcode no. 123024)

Sector No.2, Plot No.3,4,5, Near Sanpada Railway Station , Sanpada (W),

Navi Mumbai - 400705. E-mail: enquiry@oce.edu.in ,Website www.oce.edu.in Tel.No. 27752213.

6.2.3

Annual E-Governance Report

ANNUAL E-GOVERNANCE REPORT

Oriental Education Society's Oriental College of Education has adopted a policy for E-governance.

E-governance in areas of operations including accounts, administration, library, admissions, examination, etc., has been developed by institutional governance policy. The Oriental college Education established the financial plans for its upkeep and improvement. The college's operations are improved by implementing e-governance in a number of areas, including admissions, administration, finance and accounts, examinations, and e-governance. This improves work efficiency, transparency, and accountability while also making more information accessible to the general public.

Following are the organizational activities conducted through online mode:

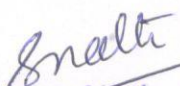
A. Administration: -

Our college's administrative office uses sophisticated file management system and Excel tools to keep an efficient database. The administration is actively striving toward being paperless in order to provide a hassle-free workplace. The majority of the services offered to pupils are done so online. The college is constantly looking into ways to automate its administrative functions. Sufficient training and development are offered to administrative staff members to ensure they stay up to date with emerging technologies.

The college uses e-governance to provide a safe and precise way for administrative processes, such as using a biometric system to record the attendance of teaching and non-teaching staff members. An online system is used to pay staff salaries. In addition, the library ensures a digitally enabled learning environment by offering Wi-Fi to all teaching staff members and students within the library. In order to obtain insightful input and assess student satisfaction, the college uses online Google forms for survey administration.

B. Student admission and support:

The college will use both online admission procedures for all of its programs in accordance with University of Mumbai rules, in addition to the University of Mumbai web. To facilitate easy processing of fees and payments, the college's accounting system and admissions system are connected.


Dr. Sangeeta Nath
Principal
Oriental College of Education
Sanpada, Navi Mumbai.

C: Library: -

E-Granthalaya software is used by the library to assist students in the simple loan and return of books. Additionally, we provide students with DSpace and OPAC software.

A. Website: -

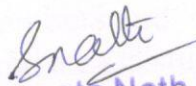
The organization runs an information hub website at <https://oce.edu.in>. The website is being developed by an outside service provider. The Website Committee posted regular departmental activities and operations that take place at the college on the website.

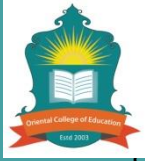
B. Finance and Accounts: -

All accounting operations at the college will be carried out through the use of Tally, which receives frequent upgrades. The college will put in place the necessary security measures to guarantee transaction confidentiality. Regular training on the most recent software versions will be provided to the personnel. Additionally, the college will keep using a variety of software programs for different needs. When possible, payments to suppliers and other parties will be made online using RTGS, NEFT, and bank transfers.

C. Examination:

- 1) The institution aims to optimize the extent of online-based examination-related activities whenever feasible.
- 2) The college will employ specialized software for inputting assessment marks (both internal and external) and for generating result mark sheets and announcing results.
- 3) This software will be used to maintain all student records related to examinations.


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Link to the Structure & functioning of the Decision-making bodies of the Institution:

<https://oce.edu.in/iqac-minutes-of-meeting/>

Internal Quality Assurance Committee:

<https://oce.edu.in/wp-content/uploads/2024/08/6.5.3-Report-of-work-done-by-IQAC.pdf>

College Development Committee:

Academic Year	Link
2022-23	View
2021-22	View
2020-21	View
2019-20	View
2018-19	View

Curriculum Planning Committee:

<https://oce.edu.in/wp-content/uploads/2024/09/Curriculum-Development-Committee.pdf>

Link to the Code of Conduct:

<https://oce.edu.in/wp-content/uploads/2023/11/Code-of-conduct-for-Students.pdf>



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Link to the Policy documents:

<https://oce.edu.in/wp-content/uploads/2024/09/policy-Document.pdf>

Student Council:

<https://oce.edu.in/wp-content/uploads/2023/10/Student-councilmember.jpeg>